

1293
FORMS, REGULATIONS, AND INSTRUCTIONS

FOR

THE BETTER ORGANIZATION AND GOVERNMENT

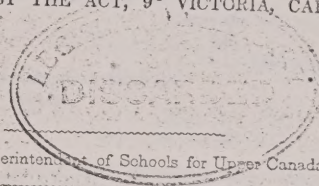
OF

Common Schools

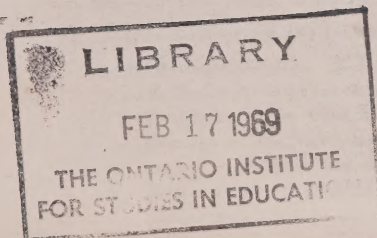
IN UPPER CANADA,

AND

FOR CONDUCTING ALL PROCEEDINGS AUTHORISED AND
REQUIRED BY THE ACT, 9th VICTORIA, CAP. XX.



By the Superintendent of Schools for Upper Canada



TORONTO:

PRINTED BY J. H. LAWRENCE

1847.

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DIRECTIONS TO DISTRICT SUPERINTENDENTS.

A copy of these FORMS, REGULATIONS, and INSTRUCTIONS, as also a copy of the COMMON SCHOOL ACT, should be furnished to each School Visitor and School Section, and to such other persons concerned in the administration of the School Act, as may apply for them. These documents being public property, will be held, and distributed, or transmitted as such to their successors in office, by District Superintendents. School Visitors who are otherwise provided with the Common School Act need not be supplied by District Superintendents.

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CHAPTER I.

FORMS FOR DISTRICT COUNCILS,

IN CONFORMITY WITH THE COMMON SCHOOL ACT, 9^o VIC. CAP. XX, SECTIONS 7-11.

SECTION I. Form of intimation to the Chief Superintendent of the appointment of a District Superintendent of Common Schools.

— DISTRICT COUNCIL OFFICE,
— 18—.

SIR,—I have the honour to inform you, that the Municipal Council of the — District did, on the — day of 18—, appoint [*here insert the name of the person appointed*] of [*here insert his place of residence and post town*], Superintendent of Common Schools in said District, in the place of — [resigned or removed.]

I have the honour to be,

Sir,

Your obedient servant,

THE SUPERINTENDENT OF SCHOOLS,
Toronto.

A. B.,
District Clerk.

SECTION 2. Form of Bond required by a District Council of a District Superintendent of Common Schools, on his assuming office.

Know all men by these presents, that we [*here insert the names of the Superintendent and his Sureties*] are jointly held and firmly bound to the Municipal Council of the — District, in the sum of [*here write the sum in words*], of which sum I, A. B., am held bound for — ; I, C. D., am held bound for — ; and I, E. F., am held bound for — to be paid to the said Council, or any person or persons appointed by said Council to receive the same ; to which payment well and truly made, we bind and oblige ourselves, our heirs, executors, and administrators firmly by these presents. Sealed with our seals, and dated this — day of —, 18—.

The Condition of this Obligation is such, that whereas the above named [*here insert the Superintendent's name*] has been appointed Superintendent of Common Schools for the said District, in conformity with the 6th and

12th Sections of the said Act, 9^o Vic. Cap. XX, now, therefore, if the said [here insert the Superintendent's name] shall duly and faithfully discharge the duties and execute the trusts required of him as District Superintendent of Common Schools, according to the provisions and regulations provided for by said Act, then this Obligation shall be null and void; otherwise it shall be in full force and virtue.

Dated this — day of — 18—.

A. B. (seal.)

C. D. (seal.)

E. F. (seal.)

Signed, sealed, and delivered,
in presence of

G. H. }
I. K. } Witnesses.

SECTION 3. *Form of intimating to the District Superintendent the alteration of a School Section.*

— DISTRICT COUNCIL OFFICE,
— 18—.

Sir,—In conformity with the 9th Section of the Common School Act, 9^o Vic. Cap. XX, I have to acquaint you that the Municipal Council of this District has altered the School Section, No. —, in the [Township, Town, or City] of —, in the following manner: [here insert the changes which have been made, and the description of the new School Section]. These changes will be carried into effect — months from this date.

You will please communicate this notice to the Trustees concerned.

I am, Sir,

Your obedient Servant,

A. B.

District Clerk.

THE SUPERINTENDENT OF COMMON SCHOOLS
IN THE — DISTRICT.

SECTION 4. *Form of intimating to the District Superintendent the formation of a School Section, or part of a School Section.*

— DISTRICT COUNCIL OFFICE,
— 18—.

Sir,—In conformity with the 9th Section of the Common School Act, 9^o Vic. Cap. XX, I have to acquaint you that the Municipal Council of this District, at its session which closed on the — instant, formed a part of the [Township, Town, or City] of — into a School Section, to be designated No. —, and to be described and known as follows: [here insert the description.]

I have also to inform you, that the Council has nominated and authorised [here insert the name or names of the person or persons selected] to appoint

the time and place of the first School Meeting in said Section; of which you are requested to give notice, according to the 17th Section of the said Act.

I have the honour to be,

SIR,

Your obedient servant,

A. B.

District Clerk.

TO THE SUPERINTENDENT OF COMMON SCHOOLS
IN THE — DISTRICT.

REMARKS. In notifying the formation of several School Sections, or the formation of parts of Sections, the phraseology of the notices should be varied, at the discretion of the District Clerk, and in accordance with the proceedings and directions of the Council.

The Notices of School Assessments, and Assessments for the erection and furnishing of School-houses, for the purchasing of School Sites, &c., may be given in such a manner as the Council shall direct.

For Form of Deed for a School Site, see Chapter III, Section 11; the execution of which should, in all cases, be strictly required by the District Councils, before authorising any expenditure of money on any School premises.

For Form of Application for aid in support of a District Model School, see Chapter V, Section 2.

CHAPTER II.

FORMS FOR DISTRICT SUPERINTENDENTS OF COMMON SCHOOLS,

IN CONFORMITY WITH THE 13th AND 27th SECTIONS OF THE ACT.

SECTION 1. *Form of Notice to be given by the District Superintendent of Schools to the person designated by the Municipal Authority to appoint the time and place of the first School Section Meeting.*

EDUCATION OFFICE, — DISTRICT,
— 18—.

Sir,—I have the honour to inform you, that in conformity with the 17th section of the Common School Act, 9^o Vic., cap. xx, the Municipal Council of this District has authorised and required you, within twenty days after receiving this notice, to appoint the time and place of holding the first School Meeting for the Election of Trustees for School Section No. —, in the [Township, Town, or City] of —; which School Section is bounded and may be known as follows: [Here insert the description of it.] Copies of your Notice are to be posted, in at least three public places in the School Section above-described, at least six days before the time of holding such meeting.

I am, Sir,

Your obedient Servant,

A. B.,

S. C. S., District.

To B. C.

SECTION 2. Form of intimating to Trustees the alteration of their School Section.

EDUCATION OFFICE, ——— DISTRICT,
————— 18—.

Sir,—In conformity with the 9th section of the Common School Act, 9^o Vic., cap. xx, I have to acquaint you that the Municipal Council of this District has altered the School Section of which you are Trustee in the following manner: [*Here insert the changes which have been made, and the description of the new School Section*]. These changes will be carried into effect ——— months from this date.

You will please communicate this notice to the other Trustees of your School Section.

I am, Sir,

Your obedient Servant,

A. B.,

S. C. S., ——— District.

To D. E.,

Trustee of School Section No. —.

REMARK. In giving notice of the formation or alteration of parts of School Sections, see the remarks at the end of section 4, chap. i.

SECTION 3. Form of intimating to Trustees the apportionment to their School Section of the Common School Fund.

EDUCATION OFFICE, ——— DISTRICT,
————— 18—.

Sir,—I have to acquaint you, that the sum of [*here insert the sum in words*] has been apportioned out of the Common School Fund in aid of the School Section, for the current year, of which you are a Trustee.

You will please communicate this notice to the other Trustees of your School Section.

I am, Sir,

Your obedient Servant,

A. B.,

S. C. S., ——— District.

To D. E.,

Trustee of School Section No. —.

SECTION 4. Form of a Power of Attorney by a District Superintendent of Common Schools to some person at the seat of Government to draw the apportionment of the Legislative Grant to this District.

EDUCATION OFFICE, ——— DISTRICT.

I hereby authorize [*here insert the Attorney's name and designation*] to receive all moneys now due, or which may hereafter become due to me as Superintendent of Common Schools for the ——— District, by Her Majesty's Government, and to grant an acquittance for the same.

Dated this ——— day of ———, 18—.

Witness,

A. R.

A. B.,

Sup't Common Schools,

————— District.

REMARKS. The foregoing Power of an Attorney should be witnessed, signed, and forwarded in Duplicate.

By appointing the Cashier, at Montreal, of any of the Chartered Banks, the money can be received without expense at the Branch of that Bank most convenient to the Superintendent. The Power of Attorney requires no renewal, as long as the same person is continued. But the Government will not pay the annual apportionment to the Attorney, until the account, in duplicate, of the disbursement of the previous year's apportionment, accompanied by the vouchers, is sent to the Inspector General.

SECTION 5. Form of a general Certificate to a Teacher by the District Superintendent.

I hereby certify that [*here insert the name and faith of the Teacher, a Roman Catholic or Protestant, as the case may be,*] having applied to me for a certificate of qualification to teach a Common School, and having produced satisfactory testimonials of correct moral character, I have carefully examined him and found him well qualified to teach [*here insert the branches which the Teacher is qualified to teach, and the extent to which he is qualified to teach them*]; and I hereby authorize him to teach any Common School in this District.

Given under my hand, this ——— day of ———, 18—:

A. B.,

Sup't Common Schools,


————— District.

REMARKS. It is proper to state the Teacher's religious faith, on account of the permission given in the 32nd and 33rd sections of the Common School Act, to establish separate Schools.

Common School Teachers may be naturally divided into three classes. A Teacher of the first class receiving a general certificate—according to the above form:—one of the second class receiving a special certificate, permitting him to teach in a Township named:—one of the third class receiving a special certificate, limited to a single year, and to a single School Section, and that too at the special request of the Trustees of such section. Certificates of this last class may be granted by any two School Visitors, as well as by the District Superintendent. The above form will answer for certificates of the second and third class by varying the last clause, so as to express a Township, instead of a District, or by specifying a certain School Section in a Township named, and limiting the certificate to a year from the date of it; and, in the case of visitors, by substituting the pronoun of the first person plural, for that of the first person singular.

The line of demarcation between these three classes of certificates must, at present, be left to the judgment of each District Superintendent. Further consultation and preparation are desirable before making the legal classification of Teachers as contemplated in the 41st section of the Act. But it is recommended, except under very peculiar circumstances, that no certificate of qualification be given to a person who is not competent to teach English Grammar—including Orthography and Orthoepey, as well as Syntax and Prosody—Writing, Practical Arithmetic, Book-Keeping by Single Entry, and the Elements of Geography. In all cases in which the Teacher possesses a knowledge of these subjects in a higher degree, or of any of the several other subjects mentioned and recommended in the "Report on a system of Public Elementary Instruction for Upper Canada," it should be mentioned in his certificate of qualification.

Too much caution cannot be exercised in regard to the moral character of Teachers. No intemperate or profane person should be entrusted with the instruction of youth.



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SECTION 6. Form for annulling a Teacher's Certificate by the District Superintendent.

EDUCATION OFFICE, ——— DISTRICT,
————— 18—.

Sir, [or MADAM]—I have to inform you that I feel it my painful duty to annul your certificate as a Common School Teacher. The following are the reasons: [*here insert the reasons.*]

For these reasons, in the exercise of the power vested in me by Act 9° Vic. cap. xxi, section 13th, I hereby annul your certificate of qualification as a Common School Teacher, which shall be of no force after ——— days from the date of this notice; namely, the ——— day of 18—.

I am

Your obedient Servant,

A. B.,

S. C. S. ——— District.

To C. D.,

Teacher of School Section, No. —,

[*Township, Town, or City*] of —.

REMARKS. The cancelling of a Teacher's certificate is an extreme exercise of power, which should never be employed until a careful inquiry has been instituted into the charges preferred against the Teacher, and he has had a full opportunity of meeting his accusers and defending himself against their allegations. For a Superintendent to cancel a Teacher's certificate on account of personal difference, would be a shameful abuse of power which ought not to be tolerated; but he ought not to shrink from this painful duty in any case of proved immorality or palpable unfitness. The length of time between the notice to the Teacher and the actual cancelling of his certificate, must be left to the judgment of the District Superintendent. In cases of gross immorality, the execution of the notice should be immediate; in other cases several weeks' notice should be given. But in all cases the law allows the Teacher time and opportunity to appeal to the Chief Superintendent, and also authorises the District Superintendent, if he should think proper to do so, to refer any case to the decision of the Chief Superintendent.

SECTION 7. Form of Notice to the Trustees of the annulling of their Teacher's Certificate.

EDUCATION OFFICE, ——— DISTRICT,
————— 18—.

GENTLEMEN,—I have felt it my painful duty to annul the certificate of your Teacher, [*here insert the Teacher's name*]. My reasons for doing so are the following: [*here insert the reasons.*]

I have therefore to acquaint you, that if you employ the said Teacher after the ——— day of ———, 18—, you will not be entitled to any public money on his account to aid in the support of your School.

I am, Gentlemen, Your obedient Servant,

A. B.,

S. C. S. ——— District.

Messrs. A. B. C., Trustees of

School Section, No. —,

[*Township, Town, or City*] of —.

SECTION 8. Form of Annual Report by the District Superintendent to the Chief Superintendent of Schools.

(For Form see opposite page.)

Annual Report by the ——— District Superintendent to the C

Township (Town or City.)	M O N E Y S.		P U P I L S.		B O O K S U S E D.		N U M	
	Number of Schools in operation.		Total. In Summer. In Winter.		Reading Books.		Reading Class.	
	Amount received from the Chief Superintendent of Schools.		Number of Pupils between the ages of 5 and 10 years on the Roll.		Arithmetic.		1	
	Amount Assessed by the Municipal Council.		Number of Pupils above the age of 10 years on the Roll.		Grammar.		2	
	Amount received from Assessment Roll.		Number of Free Pupils.		Geography.		3	
	Amount imposed by Rate Bill.		Total. Boys. Girls.		History.		4	
	Amount received from Rate Bill.		Average Attendance of Pupils.		Writing.			
	Amount received from other Sources.		Average Attendance of Girls.		Book-keeping.			
	Total Amount received.		Average Attendance of Pupils.		Mensuration.			
	Amount paid Teachers.		Average Attendance of Boys.		Algebra.			
	Balance still unappropriated.		Average Attendance of Girls.		Other Books.			
	Why Unappropriated.		Number of Children between the ages of 5 and 10 years resident in the Sch. Section.					
	Disposition of last year's Unappropriated Balance.							
	Annual Salary of Teachers.							

* As the Certificate of each Teacher states his Religious faith, it should be stated in the Report. In the column, then, under "Male" or "Female," insert the religious faith of the T

ident of Schools, for the year ending 31st December, 18—.

[illegible]

e; C. E. for Church of England; C. S. for Church of Scotland; F. C. S. for Free Church of Scotland; P. for Presbyterian; M. for Methodist; B. for Baptist; C. for Congregationalist.

Report by the _____ District Superintendent to the Chief Superintendent of Schools

Balance still unappropriated.			Why Unappropriated.			Disposition of last year's Unappropriated Balance.			Annual Salary of Teachers.		
P.	S.	D.	P.	S.	D.	P.	S.	D.	P.	S.	D.
<div style="text-align: center;">P U P I L S.</div>											
<div style="display: flex; justify-content: space-between;"> <div> Number of Pupils between the ages of 5 and 16 years on the Roll. Number of Pupils above the age of 10 years on the Roll. Number of Free Pupils. <div style="display: flex;"> <div style="width: 50%;"> Boys. Average Attendance of Boys. Average Attendance of Girls. </div> <div style="width: 50%;"> Girls. Average Attendance of Girls. Average Attendance of Boys. </div> </div> </div> </div>											
<div style="display: flex; justify-content: space-between;"> <div> Average Attendance of Pupils. Average Attendance of Boys. Average Attendance of Girls. </div> <div> In Summer. In Winter. </div> </div>											
Number of Children between the ages of 5 and 16 years resident in the Sch. Section.											
<div style="text-align: center;">B O O K S U S E D.</div>											
Reading Books. Arithmetic. Grammar. Geography. History. Writing. Book-keeping. Mensuration. Algebra. Other Books.											
<div style="text-align: center;">N U M B E R O F P U P I L S I N</div>											
<div style="display: flex; justify-content: space-between;"> <div> Reading Classes. 1 2 3 4 5 </div> <div> Arithmetic. First Four Rules. Compound Rules and Reduction. Proportion and above. Grammar. Geography. History. Writing. Book-keeping. Mensuration. Algebra. Other Studies. Mutual. Simultaneous. Monitorial. </div> </div>											
Modes of Instruction. Time School has been kept open by a qualified Teacher.											
<div style="display: flex; justify-content: space-between;"> <div> TEACHERS.* Male. Female. </div> <div> APPROPRIATION. Number of Large Maps hung up. </div> </div>											

ous faith, it should be stated in the Report. In the coin, then, under "Male" or "Female," insert the religious faith of the Teacher:—R. C. for Roman Catholic; C. E. for Church of England; C. S.

CHAPTER III.

FORMS FOR TRUSTEES, AND FOR THE CALLING OF SCHOOL
SECTION MEETINGS, &c.

IN CONFORMITY WITH THE COMMON SCHOOL ACT, 9° VIC. CAP. XX, SECTIONS 18-27.

SECTION 1. *Form of Notice of a first School Section Meeting.*

SCHOOL NOTICE.

The undersigned has the honour to inform the Landholders and Householders concerned, that the Municipal Council of this District has formed a part of this Township [*Town or City*] into a School Section, to be designated School Section, No. —, and to be limited and known as follows: [*here insert the description of the Section.*]

The undersigned having been authorised and required by the Municipal Council to appoint the time and place of holding the *first* meeting, for the election of Trustees for the School Section above described, hereby notifies the Landholders and Householders of said School Section, that a Public Meeting will be held at — on — day, the — of —, at the hour of 12 o'clock, noon, for the purpose of electing three fit and proper persons as School Trustees of the said Section as required by the School Act, 9° Vic., cap. xx, section 19.

Given under my hand, this — day of —, 18—.

[*Name.*]

REMARKS. Should the person authorised and appointed by the Municipal Council to call the first School Section Meeting refuse or neglect to do so, he subjects himself to a penalty of two pounds, recoverable for the purposes of such School Section; and, then, any three resident Freeholders are authorised, within twenty days, on giving six days' notice, to call a meeting for the election of Trustees. The form of their notice—to be posted in, at least, three public places in the School Section concerned, and, at least, six days before the time of holding such meeting—should be as follows:—

SCHOOL NOTICE.

In conformity with the 20th section of the Common School Act, 9° Vic., cap. xx, the undersigned, resident Freeholders of School Section, No. —, in the [*Township, Town, or City*] of —, hereby give notice to the Landholders and Householders of said School Section, that a Public Meeting will be held at —, on — day, the — of —, at the hour of Twelve o'clock, noon, for the purpose of electing School Trustees for the said Section.

Dated this — day of — 18—.

A. B.,	}	<i>Resident</i>
C. D.,		
E. F.,		

SECTION 2. *Form of Notice to be given by the Chairman of a School Section Meeting to the District Superintendent of Common Schools, of the election of one or more persons as Trustees or Trustees.*

Sir,—In conformity with the Common School Act, 9th Vic. cap. xx, section 19, I have the honour to inform you, that, at a meeting of the Landholders and Householdors of School Section, No. —, in the Town—of —, held according to law, on the — day of —, [here insert the name or names and address of the person or persons elected] — chosen School Trustee of said Section.

I have the honour to be,

Sir,

Your obedient Servant,

The Superintendent of Common Schools
in the — District.

D. E.,
Chairman.

SECTION 3. *Form of Notice of School Section Meetings, to be held on the second Tuesday of January, 1847, to be signed by, at least, two Trustees.*

SCHOOL NOTICE.

Notice is hereby given to the Landholders and Householdors of School Section, No. —, in the Town—of —, in conformity with the 22nd section of the School Act, 9th Vic., cap. xx, that a Public Meeting will be held at —, on Tuesday the — of January, 1847, at the hour of Twelve of the clock, noon, for the purpose of electing three fit and proper persons, as Trustees of the said School Section.

Dated this — day of — 184—.

A. B., } Trustees of
C. D., } School Section,
E. F., } No. —.

REMARKS. The above form of Notice applies only to the first Annual School Meeting, held under the present Common School Act. The manner of proceeding at such meeting is prescribed in the 19th and 21st sections of the Act.

Should the existing Trustees, in any instance, neglect to call a School meeting on the day above stated, they incur a penalty to their School Section; and then, any three Freeholders of the School Section concerned are authorised to call a meeting within twenty days, on giving six days' notice. For the form of such Notice, see the 5th section of this chapter—except that in the last phrase, instead of "a Trustee," say three Trustees.

SECTION 4. *Form of a Notice of an ordinary Annual School Section Meeting, pursuant to the 22nd section of the School Act.*

SCHOOL NOTICE.

The undersigned Trustees of School Section, No. —, in the Township of —, hereby give notice to the Landholders and Householdors of said

School Section, that a Public Meeting will be held at —, on the second Tuesday in January, 18—, at the hour of Twelve of the clock, noon, for the purpose of electing a fit and proper person as a School Trustee for said Section.

Dated this — day of —, 18—.

A. B., } Trustees of
C. D., } School Section,
E. F., } No. —.

REMARKS. The above notice should be signed by a majority of the existing or surviving Trustees, and posted in, at least, three public places of the School Section, at least six days before the holding of the meeting. The manner of proceeding at the Annual Meeting is prescribed in the 19th and 21st sections of the Act.

Should the Trustees neglect to give the prescribed notice of the Annual Section Meeting, they forfeit, each, the sum of Two Pounds, recoverable for the purposes of the School Section, and then any three resident Freeholders of the School Section are authorised, within twenty days, on giving six days' notice, to call such meeting. Their form of notice should be as follows:

SECTION 5. *Form of Notice of a School Section Meeting to be given by three Resident Freeholders.*

SCHOOL NOTICE.

The Trustees of School Section No. —, in the Township of —, having neglected to give notice of the Annual School Section Meeting, as prescribed by the 18th section of the Common School Act, the undersigned Freeholders, in conformity with the 20th section of the said Act, hereby give notice to the Landholders and Householdors of the said School Section, that a Public Meeting will be held at —, on —, the — day of —, for the purpose of electing a fit and proper person as Trustee, as directed by law.

Dated this — day of —, 18—.

A. B., } Resident Freeholders
C. D., } School Section
E. F., } No. —.

REMARK. The mode of proceeding, at a School Meeting thus called, is prescribed in the 19th and 21st sections of the Act.

SECTION 6. *Form of Notice of a School Meeting, to fill up a vacancy created by the death, permanent absence, incapacity from sickness, or refusal to serve, on the part of a Trustee.*

SCHOOL NOTICE.

Notice is hereby given to the Landholders and Householdors of School Section, No. —, in the Township of —, that a Public Meeting will be held at —, on the — day of —, at the hour of Twelve of the clock, noon, for the purpose of electing a fit and proper person as School

SECTION 9. Form of Receipt to be given by the Collector, on receiving the amount named in the Rate Bill.

RECEIVED from [here insert the person's name], the sum of [here write the sum in words], being the amount of his [or her] Rate Bill, for the Quarter ending on the — day of —, 18—.

Dated this — day of —, 18—.

A. B.,
Collector.

EXPLANATORY REMARKS on the Imposition and Collection of Rate Bills, &c.—

1. The Collector should take a Receipt from the Secretary-Treasurer, for all monies paid him. The Secretary-Treasurer should also take a Receipt from the Teacher for all monies paid him. The taking and giving receipts for money paid and received will prevent errors and misunderstandings.

2. The Trustees can raise the School Fees by voluntary subscriptions, if they please. They can also appoint the School Teacher to act as Collector, if he chooses to accept of the appointment, and give the required security. The Trustees can also impose any Rate Bill, which they may think necessary for renting, and repairing and furnishing a School-house. They are thus invested with all the authority necessary to promote the School interests of their Section. See the several clauses of the 27th section of the School Act.

3. As the School Accounts of each year must be kept separate by the Superintendents of Schools, so must the Rate Bills. They should therefore be dated on the first day of January, April, July, and October, when these months do not begin on the Sabbath, in which case, the Rate Bills and Warrants should be dated on the second of the above-mentioned months. The Rate Bills and the Warrants may be made out for one or more Quarters of a year, at the same time, as the Trustees may think most convenient.

4. Those Parents and Guardians who pay the Rate Bills to the Secretary-Treasurer, or Collector, *within ten days* from the date of such Rate Bill, and without being called upon for it, will be exempt from paying the Collector's Fees.

5. The Collector, by virtue of the Warrant from the Trustees, can enforce payment of the Rate Bill from any person who resides, or has goods and chattels within the limits of the School Section. For the mode of proceeding in the case of persons rated, who may not at the time of collecting the Rate Bill reside or have goods and chattels within the limits of the School Section, see seventh division of the 27th section of the Act.

6. The Trustees should make the apportionment for Fuel in money, as one item in the Rate Bill, and then exercise their own discretion as to whether the item for fuel should be paid in money or wood—fixing the price per cord, to be allowed for the wood, describing the kind of wood, and the manner in which it should be prepared for the School. In case any person should fail to pay the amount of his wood-bill, in the manner and at the time prescribed by the Trustees, the payment should, of course, be enforced in the same manner as that of the School Teacher's wages, and the amount, thus collected, paid for the purchase of wood.

7. The Trustees can (if they deem it expedient) require the Collector to give security for the prompt payment of the moneys collected by him. The form of bond would be similar to that required of the District Superintendent (see chap. I, sec. 2). Inserting the Trustees and School Section instead of the Council, and the name and duties of the Collector, in place of those of the District Superintendent.

SECTION 10. Form of Trustees' Order upon the District Superintendent.

To the Superintendent of Common Schools for the — District.

PAY to [here insert the Teacher's name] or Order, out of the School Fund apportioned to School Section, No. —, in the [Township, Town, or City] the sum of [here write the sum in words]—the proportion now due

of said Teacher's salary, for the year, to be raised by Rate, Bill having been duly collected and being at his disposal, according to the 5th clause of the 27th section of the Common School Act.

Dated this — day of —, 18—.

A. B.,
C. D.,
E. F., } Trustees.

EXPLANATORY REMARKS.—1. No part of the School Fund is allowed to be paid for any other purpose than the payment of the Teacher's salary; and the District Superintendent is not authorised to pay the School Fund moiety of a Teacher's salary to any other than the Teacher interested, or to some person authorised by the Teacher to receive and grant a receipt for it.

2. As the Legislative Grant is intended, not to supersede, but to assist and encourage local effort, it should be advanced on the order of Trustees, in harmony with the principle of its original appropriation. If, therefore, the Trustees desire to obtain from the District Superintendent one-half of the sum apportioned out of the Legislative Grant to their School Section, they must see, at the same time, that there is collected for the School Teacher one-half of the amount which they have agreed to raise by Rate Bill, whether that amount be small or large; and so in regard to any other portion of the Legislative Grant for the current year. The object of this regulation is to prevent local abuses upon the bounty of the Legislature, to secure to Teachers the punctual payment of their quarterly Rate Bills, as well as the Legislative Grant, while it will always be found better for Parents and Guardians to pay the small amounts of the quarterly Rate Bills than to suffer it to accumulate to the end of the year, to the great inconvenience of the Teacher, and sometimes to his absolute loss. The most convenient way of paying the quarterly Rate Bill is, for each Parent or Guardian to send the amount for which he is rated by one of his children to the School Master, requiring his receipt for the amount. This will save such Parent or Guardian the trouble and expense of the Collector's fees, and secure punctual and timely payment to the Teacher.

SECTION 11. Form of Deed for the Site of a Common School House, Teacher's Residence, &c.

This Indenture, made the — day of —, in the year of our Lord one thousand eight hundred and —, in pursuance of the Act to facilitate the conveyance of Real Property, Between — of the Township [Town, or City] of — in the — District and Province of Canada — of the one part, and the District Council of the — District, in the Province aforesaid, of the other part —,

Witnesseth, that in consideration of —, of lawful money of Canada, now paid by the District Council of the — District aforesaid, to the said —, grants unto the District Council of the — District aforesaid, their Successors and Assigns, FOR EVER, ALL —,

In trust for the use of a Common School, in and for Section number —, in the Township [Town or City] of — in the — District, aforesaid, —.

THE said — — — — — covenants with the District Council of the — District aforesaid, THAT he hath the right to convey the said Lands to the District Council of the — District, aforesaid. AND, that the District Council of the — District, aforesaid, shall have quiet possession of the

said Lands : FREE FROM INCUMBRANCES. And, the said ———
covenants with the District Council of the ——— District aforesaid, that he
will execute such further assurances of the said Lands as may be requisite.

In witness whereof, the said parties hereto have hereunto set
their hands and seals.

A. B. [seal.]
C. D. [seal.]

SIGNED, SEALED, AND DELIVERED,
IN THE PRESENCE OF

E. F., }
G. H., } Witnesses.

REMARK. If the Grantor is a married man, his wife's name must be inserted in
the Deed, and this clause added after the word "requisite": And the said ———,
wife of the said ———, hereby bars her dower in the said Lands.

SECTION 12. *Form of the Annual Report of School Trustees to the
District Superintendent.*

(For Form see opposite page)

CHAPTER IV.

FORMS FOR TEACHERS OF COMMON SCHOOLS.

SECTION 1.—*Form of a Teacher's Receipts.*

1. Form of a Receipt to Parents or Guardians, on the payment of his or her
Rate Bill.

RECEIVED from [here write the name of the pupil or person paying] the
sum of [here write the sum in words] currency, in payment of the Rate
Bill due from [here write the name of the person in whose behalf payment
is made] to School Section No. —, in the [Township, Town, or City] of
——, for the quarter ending the — day of —, 18—.

Dated this — day of —, 18—.

A. B., Teacher.

REMARK. When the payment of the Rate Bill is made by the Parent or Guar-
dian concerned, the receipt should state it accordingly.

The payment of the Rate Bill to the Teacher, within the time which may be
prescribed by the Trustees, will exempt the person thus paying it from the payment
of the Collector's fees. The Teacher should, of course, apprise the Collector of all
payments made to him, so that the Collector may not be at the trouble of calling
upon such persons; and should the Teacher not inform the Collector of such pay-
ments within the time prescribed by the Trustees, he should be liable to pay the
Collector the usual Fees for the unnecessary trouble imposed upon him by such
Teacher's neglect.

2. Form of a Receipt to Trustees.

RECEIVED from the Trustees of School Section No.—, in the [Town-
ship, Town, or City] of —, the sum of [here write the sum in words]
currency, in payment of my salary in part [or in full] for the [First,
Second, &c.] quarter, ending the — day of —, 18—.

A. B., Teacher.

3. Form of a Receipt to the District Superintendent.

RECEIVED from [here insert the name of the Superintendent,] Superin-
tendent of Common Schools for the — District, the sum of [here write
the sum in words,] currency, in payment of an order on him by the Trustees
of School Section No. —, in the [Township, Town, or City] of —,
in my favour, dated the — day of —, 18—, and paid this — day of
—, 18—.

A. B., Teacher.

REMARK. Or on receiving the full amount of the order, it may be most convenient
for the Teacher to write the following acknowledgment on the back of it:—

"RECEIVED the within in full, this — day of —, 18—."

A. B., Teacher.

SECTION 2. *Form of Teacher's Circular Notice of the Quarterly Examination
of his School.*

SIR,—In conformity with the Common School Act, 9th Vic. Cap. XX,
Section 27, the Quarterly Examination of the School in Section No. —,
will be held on — day, the — of —, when the Pupils of the School
will be publicly examined in the several subjects which they have been
taught during the quarter now closing. The Exercises will commence at
9 o'clock, A. M., and you are respectfully requested to attend them.

I am, Sir,

Your obedient Servant,

A. B., Teacher.

To C. D.,

School Trustee, or Visitor.

REMARKS. A copy of the above Notice ought to be sent to each of the Trustees,
and to as many Visitors of the School Section as possible. Clergymen are School
Visitors of any Township in which they have a pastoral charge; all Justices of
the Peace are School Visitors of the Township in which they reside; and all District
Councillors are School Visitors of the Township which they represent. The Teacher
should address a circular notice to those of them who reside within two or three
miles of his School; he is, also, required to give notice, through his pupils, to their
Parents and Guardians and to the neighbourhood, of the Examination.

SECTION 3. *Form of a Common School Teacher's School Register.*
(For Form see opposite page.)

CHAPTER V.

MISCELLANEOUS FORMS.

SECTION 1. *Form of Application to the District Superintendent for a separate School.*

To A. B., Superintendent of Common Schools in the — District.

SIR,—We, the undersigned [*Roman Catholic or Protestant*] Freeholders and Householdors of School Section, No. —, in the [*Township, Town, or City*] of —, being desirous of having a Teacher of our own religious faith, and finding that the Teacher in this School Section is of the [*Roman Catholic or Protestant*] Faith, do hereby, according to the provisions of the Act 9th Vic., cap. xx, sec. 32nd and 33rd, make application for a separate School. We have appointed [*here insert the names of three persons*] to be Trustees of the said separate School; and we further declare that the said School shall be subject to the visitations, conditions, rules, and obligations, provided for in said Act with reference to other Common Schools.

Dated this — day of —, 18—.

REMARK. This Application must be signed by, at least, ten Householdors resident in the School Section specified. Such separate School is entitled to a share of the Common School Fund, not according to the number of children who attend such School, nor according to the number of children in the School Section of the religious faith of the applicants, but according to the number of the children of that faith who attend such separate School.

SECTION 2. *Form of Application to the Chief Superintendent of Schools by a District Council, for aid, in support of a District Model School, according to the 34th, 35th, 36th, and 37th sections of the Common School Act.*

— DISTRICT COUNCIL OFFICE,
— 18—.

SIR,—I am directed to inform you, that the Municipal Council of the — District has, by By-Laws, constituted the School in School Section, No. —, in the [*Township, Town, or City*] of —, to be a District Model School, for the term of — years from and after the — day of —, 18—.

The said By-Laws provide also, that the sum of [*here insert the sum, which must, at least, be £40 for each Model School*] shall be annually appropriated and paid from the District Rates for the payment of Teachers and the purchase of Books and Apparatus for the said Model School for the said term of years.

I have further to acquaint you that the sum of [*here write the sum*] has been expended during the current year, in the purchase of Books and Appa-

DAILY, WEEKLY, AND QUARTERLY REGISTER of School Section No. —, in the Township [Town or

NAMES.			RATE BILL.		IN WHAT STUDIES ENGAGED.														JANUARY.		
Name of Parent or Guardian.	Name of Pupil.	Age of Pupil.	Amount imposed by Rate Bill.	Amount received from Rate Bill.	Reading Classes.					Arithmetic.									Week ending Saturday 9th.	Week ending Saturday 16th.	Week ending Saturday 23rd.
			£ s. d.	£ s. d.	1	2	3	4	5	First Four Rules.	Compound Rules and Reduction.	Proportion and above.	Grammar.	Geography.	History.	Writing.	Book Keeping.	Mensuration.	Algebra.	Other Studies.	
Wm. Smith.	John Smith.																				
John Thompson.	Jus. Thompson.																				
Jessie Reid.	Andrew Reid.																				
H. Brett.	Alex. Brett.																				
James Johnson.	Thos. Johnson.																				
Alex. Wallace.	Wm. Wallace.																				
Geo. Robinson.	Thos. Robinson.																				
Bridget Murphy.	Patrick Murphy.																				
Hiram Orr.	Jane Orr.																				
O. Hanlon.	Wm. Hanlon.																				
T. Jameson.	Thos. Jameson.																				
Wm. Taylor.	Mary Taylor.																				

EXPLANATORY REMARKS ON FILLING UP THE SCHOOL REGISTER.—The foregoing Form will answer the treble purpose of a *Daily*, *Weekly*, and *Quarterly* School Register, without re-transcribing the names of the Pupils during the quarter. The letter A is the mark of admission. The general rule being that Pupils should attend, it is unnecessary to mark them when *present*. A cipher around the point, as ○, is the mark for *absent*—as in the case of *John Smith*, in the above form, who was absent on the 9th and 20th of January. When the Pupil is *absent* in the *forenoon*, the cipher should be above the point; when *absent* in the *afternoon*, below the point—as in the case of *Patrick Murphy*, whose absence is marked on the morning of the 19th and on the afternoon of the 22nd of January.

When a Pupil *leaves* the School, or is *dismissed*, a line should be drawn through his name, leaving it still legible; and the letter L for *Left*, and D for *Dismissed* should be inserted in the space for the day on which he ceased to attend, as in the

case of *Alexander Brett*, who was *dismissed* on the 16th and of *Thomas Jameson*, who left on the 23rd January.

When a Holiday or Vacation occurs, it is marked as on Friday, the 15th January.

The two columns at the right hand side of the sheet are to show, at one view, the total number of days each Pupil has been present and absent during the Quarter. The same result can be given in respect to each week by adding up the entries in each space and writing their sum at the bottom.

The Register should be renewed at the commencement of each Quarter—namely, the first Monday of January, April, July, and October.

The foregoing Form of Register is filled up for the first three weeks of the first Quarter of the year 1847.

REMARKS ON FORM designed for the whole and the general state is so, in addition to the Re for each Class, whether
 2. The several Class.
 3. The form of the C the columns for the nan imposed, and paid, and Pupil, and writing at th as 1st Grammar Class.
 4. Instead of the m Register, the Teacher n the standing (in his ju formed his exercise. he may prefer, to indic

Section No. —, in the Township [Town or City] of —, for the Quarter ending the — day of —, 18—.

[illegible]

on the 16th and of *Thomas Jameson*,

ked as on Friday, the 15th January.

sheet are to show, at one view, the present and absent during the Quarter. Each week by adding up the entries in

ence of each Quarter—namely,
October.

for the first three weeks of the first

REMARKS ON FORM OF CLASS ROLLS.—1. The foregoing *Form of Register* is designed for the whole School, and exhibits at one view the studies of each Pupil, and the general state of the School. But as the Pupils must be formed into classes; so, in addition to the *Register* of the School at large, there should be a *Roll*, or *List*, for each Class, whether for Reading, Geography, Arithmetic, &c.

2. The several Class Rolls may be most conveniently included in one book, at the Teacher's pleasure.

3. The form of the *Class Roll* may be the same as that of the *Register*—omitting the columns for the names of Parents or Guardians, for the amount of the Rate Bill imposed, and paid, and the several studies—and simply inserting the name of each Pupil, and writing at the head of the Roll the number and study of the Class, such as 1st Grammar Class, 2d Reading Class, &c.

4. Instead of the marks for admission, dismission, and absence, peculiar to the *Register*, the Teacher may insert opposite each name, and at the end of each lesson, the standing (in his judgment) of the manner in which each Pupil recited or performed his exercise. The Teacher can adopt a scale of figures, or other marks as he may prefer, to indicate this,—such as 6 for Perfect, 5 for Very Good, 4 for Good,

3 for *Indifferent*, 2 for *Bad*, 1 for *Very Bad*, 0 for *Not at all prepared*--and A for *Absent*

5. Each *Class Roll* will present a complete view of the standing of each Pupil in each Class or Study—and the sum of the figures opposite each name, for the week, month, or quarter, (or the quotient of the sum divided by the number of lessons) will show the real and comparative standing of each Pupil, in each study during the period, and form one rule for determining the distinctions, and honours, or prizes, awarded at the Quarterly Public Examinations. The transcript of such a record, in regard to each Pupil, will also furnish interesting information to the Parents or Guardians concerned.

6. When the same Class is heard twice a-day, the entry for the first lesson may be made in the upper part, and that for the second lesson, in the lower part of the space for the day.

7. Pupils changing places in their Classes and receiving Tickets when *Duz*, or head, will not supersede the usefulness of some such record as that above suggested, —which includes not only one but every Pupil, and that in respect to every lesson.

ratus for said Model School. I am therefore directed by the District Council to request that you will lay their application for the aid granted by the Legislature towards the support of such Schools before His Excellency the Governor-General, that His Excellency's warrant may issue in favour of the Superintendent of Common Schools for this District, for a sum equal to half the amount expended, so that the same may be received and expended during the current year, as the law directs.

I am, Sir,

Your obedient Servant,

A. B., District Clerk.

GENERAL REMARKS. The parties concerned are left to their own discretion as to the Forms of all communications, relating to Common Schools, for which specific Forms are not furnished in the foregoing pages.

All communications with the Government, relating to Schools conducted under the authority of the Common School Act, 9th Vic., cap. xx, should be made through the Education Office, Toronto.

Communications with the Government, not so made, are referred back to the Education Office, to be brought before His Excellency through the proper Department—which occasions unnecessary delay and expense.

CHAPTER VI.

GENERAL REGULATIONS AND INSTRUCTIONS.

SECTION 1. *Holidays and Vacations.*

1. Every alternate Saturday shall be a Holiday in each School.
2. There shall be a Vacation of eight days at Christmas, and another at Easter, in each year.
3. There shall be a Vacation of two weeks during some part of the Quarter ending on the 30th of September, at such time as the District Superintendent may direct; or, if he shall not direct any particular time, it may be at such time as shall be preferred by the Trustees and Teacher.
4. Each District Superintendent shall have authority, when he may think proper, in visiting the Schools, to give the children a Holiday for general good conduct and general attendance at School.
5. All agreements between Trustees and Teachers shall be subject to the foregoing regulations; and Teachers shall not be deprived of any part of their salaries on account of allowed Vacations and Holidays.

SECTION 2. *Duties of Trustees.*

1. The Law invests Trustees with most important functions and duties. They alone have authority to employ Teachers; they alone provide and furnish the School House and premises; they select the Books from the

list provided for them; they are indeed the patrons of the School. Their duties are, therefore, of the greatest importance, and should be well understood.

2. The Trustees employ the Teacher—agree with him as to the hours of daily teaching, the period during which he teaches, and the amount of remuneration; but the *mode of teaching* is with the Teacher. On the expiration of the term of agreement, Trustees can dismiss a Teacher if they are not pleased with him; but, subordinate to the general rules and regulations provided by law, the Teacher has a right to exercise his own judgment in teaching the School, and the District Superintendent and Visitors alone have a right to advise him on this subject. The Teacher is not a mere machine, and no Trustee or Parent should attempt to reduce him to that position. His character and his interest alike prompt him to make his instructions as efficient and popular as possible. To interfere with him, and deprive him of his discretion as a Teacher, and then, as is often the case, to dismiss him for inefficiency, is to inflict on him a double wrong, and a double injury, and frequently injures the pupils themselves, and all parties concerned. While a person is employed as a Teacher, it is essential, both to his character and success, that he, and not others, should be the Teacher of the School. It is, nevertheless, the duty of the Trustees to see that the School is conducted according to the regulations provided for by Law.

3. It is, therefore, important that Trustees should elect a competent Teacher. *The best Teacher is always the cheapest.* He teaches most, and inculcates the best habits of learning and mental development, in a given time; and time and proper habits are worth more than money, both to pupils and their parents. Trustees who pay a Teacher fairly and punctually, and treat him properly, will seldom want a good Teacher. To employ an incompetent person, because he offers his incompetent services for a small sum—though at a higher rate than a competent person—is to waste money, and mock and injure the youth of the neighbourhood. The *National Board of Education in Ireland* remark—“A Teacher should be a person of Christian sentiment, of calm temper, and discretion; he should be imbued with the spirit of peace, of obedience to the law, and of loyalty to his Sovereign; he should not only possess the art of communicating knowledge, but be capable of moulding the mind of youth, and of giving to the power, which education confers, a useful direction. These are the qualities for which Patrons of Schools, when making choice of a Teacher, should anxiously look.”

4. Trustees will, also, find it the best economy to have a comfortable School House, kept comfortable and properly furnished. It is as difficult for pupils to learn, as it is for the Master to teach, in an unfurnished and comfortless School House.

5. In the selection of Books to be used in the School, the Trustees should see that but *one* series of Reading books, *one* Arithmetic, or *one* for the beginners and another for the more advanced pupils, *one* Geography, &c., should be used in any *one* School, in order that the Scholars may be classified in the several branches which they are studying. Heterogeneous

School Books (however good each may be in itself, like each of several odd coach wheels), render classification impossible, increase the labours and waste the time of the Teacher, and retard the progress of the pupils. Both the Teacher and Pupils labour at, perhaps, not less than a hundred per cent. disadvantage, when they are compelled to use books which are as various as the scholars' names. The series of Readers and other School Books published by the National Board of Education in Ireland, and recommended by the Canadian Board, are doubtless the best, and will be the cheapest series of Canadian School Books sold in Canada, as may be seen by referring to the list of prices in the Appendix to these Forms and Regulations.

6. For other duties of Trustees, see the *Remarks* in the several sections of Chap. III of these Forms and Regulations. The Trustees should, also, see that their School is furnished with a *Visitors' Book*, in which the remarks of Visitors may be entered.

SECTION 3. Duties of Teachers of Common Schools.

The 28th Section of the Common School Act prescribes the general duties of Teachers, and the discipline to be maintained by them, according to the regulations and forms which shall be prepared by the Superintendent of Schools. For Forms to be observed, and Register to be kept, in each School; see Chap. IV. See, also, the 28th Section of the School Act.

The following practical directions and rules for Teachers are substantially adopted from those of the National Board of Education in Ireland:

1. To receive courteously the Visitors appointed by Law, and to afford them every facility for inspecting the Books used, and examining into the state of Schools as prescribed by law; to have the Visitors' Book open, that the Visitors may, if they choose, enter remarks in it. Such remarks as may be made, the Teacher is by no means to alter or erase, but to lay them before the District Superintendent, who is authorised to transmit copies of such of them as he may deem of sufficient importance to the Chief Superintendent of Schools.
2. To keep the Register and Class-Rolls accurately and neatly, according to the prescribed forms.
3. To classify the children according to the National Books, where they are used; to study those books themselves; and to teach according to the approved method recommended in their several prefaces.
4. To observe themselves, and to impress upon the minds of the pupils, the great rule of regularity and order—A TIME AND A PLACE FOR EVERY THING, AND EVERY THING IN ITS PROPER TIME AND PLACE.
5. To promote, both by precept and example, CLEANLINESS, NEATNESS, and DECENCY. To effect this, the Teachers should set an example of cleanliness and neatness in their own persons, and in the state and general

appearance of their Schools. They should, also, satisfy themselves, by personal inspection every morning, that the children have had their hands and faces washed, their hair combed, and clothes cleaned, and, when necessary, mended. The School apartments, too, should be swept and dusted every evening; and whitewashed, at least, once a-year.

6. To pay the strictest attention to the morals and general conduct of their pupils, and to omit no opportunity of inculcating the principles of TRUTH and HONESTY; the duties of respect to superiors, and obedience to all persons placed in authority over them.

7. To evince a regard for the improvement and general welfare of their Pupils, to treat them with kindness combined with firmness; and to aim at governing them by their affections and reason, rather than by harshness and severity.

8. To cultivate kindly and affectionate feelings among their Pupils; to discountenance quarrelling, cruelty to animals, and every approach to vice.

N. B.—The classification of the children (referred to in the third rule) applies to all Schools, whatever books may be used. But the National Readers, as well as other Books of the National Board in Ireland, afford peculiar facilities for doing so, as the Readers are numbered 1, 2, 3, 4, and 5, and are formed upon the *progressive principle*—that is, each lesson made a little more difficult than the preceding one, (the one rising above another, like the steps of a stairs). It will be necessary to divide each class into divisions to correspond with the progress and proficiency of the children. For instance, the first division of the first class-book will be learning of the Alphabet; the second *Monosyllables*; and so on. The *Intellectual System of Education* is the method inculcated in the Prefaces of those excellent Books, while the Books themselves are so much superior to the common class of books, and contain so much information on subjects seldom brought within the reach of the mass of the people, that they form a sort of library themselves, and require careful and diligent study, on the part of the best Teachers, in order to teach them *intellectually* to others.

SECTION 4. Duties of School Visitors.

1. All Clergymen recognized by law, all Magistrates, and District Councillors are School Visitors, and their duties are clearly pointed out in the 15th and 16th sections of the Common School Act.

2. It is, however, recommended to Visitors, in no instance to speak disparagingly of the instructions or management of the Teacher in the presence of the Pupils; but, if they think any advice necessary, to give it privately; and to report to the District Superintendent anything which they shall think important to the interests of any School visited by them. The Law recommends the Visitors "especially to attend the Quarterly Examinations of Schools."

3. The District Superintendents are School Visitors, by virtue of their office, and their comprehensive duties, as such, are stated with sufficient minuteness in the 4th division of the 13th section of the School Act. While each District Superintendent makes the careful inquiries and examinations required by law, and gives privately to the Teacher and Trustees

such advice as he may deem expedient, and such counsel and encouragement to the Pupils, as circumstances may suggest, he will, as the Irish National Board direct each local Superintendent, "exhibit a courteous and conciliatory conduct towards all persons with whom he is to communicate, and pursue such a line of conduct as will tend to uphold the just influence and authority, both of Managers and Teachers."

4. Too strong a recommendation cannot be given to the establishment of Circulating Libraries in the various Districts, and Townships, and School Sections. A District Association, with an auxiliary in each Township, and a Branch in each School Section, might, by means of a comparatively small sum, supply popular and useful reading for the young people of a whole District. It is submitted to the serious attention of all School Visitors, as well as Trustees, and other friends of the diffusion of useful knowledge.

N. B.—There is nothing in the law against Visitors being elected Trustees; and the same person may often serve most usefully both as a Trustee and a Visitor—filling the latter office *ex-officio*, and the former by the choice of his neighbours.

SECTION 5. Appeals to the Chief Superintendent.

1. All parties concerned in the operation of the Common School Act have the right of appeal to the Superintendent of Schools; and he is authorised to decide on such questions as interested parties may think proper to refer to him. But for the ends of justice—to prevent delay, and to save expence, it will be necessary for any party thus appealing to the Superintendent: 1. To furnish the party against whom they may appeal, with a correct copy of their communication to the Superintendent, in order that the opposite party may have an opportunity of transmitting, also, any explanation or answer that such party may judge expedient. 2. To state expressly, in the appeal to the Superintendent, that the opposite party has thus been notified of it. It must not be supposed that the Superintendent will decide, or form an opinion, on any point affecting differing parties, without hearing both sides—whatever delay may at any time be occasioned in order to secure such a hearing.

2. The foregoing directions do not, of course, refer to communications asking for advice on doubtful points, or prudential measures of a local or general character.

SECTION 6.—The Constitution and Government of the Schools in respect to Religious Instruction.

1. As Christianity is the basis of our whole system of Elementary Education, that principle should pervade it throughout. Where it cannot be carried out in mixed Schools to the satisfaction of both Roman Catholics and Protestants, the Law provides for the establishment of separate Schools

And the Common School Act, securing individual liberty, as well as recognizing Christianity, provides, "That in any Model or Common School established under this Act, no child shall be required to read or study in or from any religious book, or to join in any exercise of devotion or religion, which shall be objected to by his or her parents or guardians." With this limitation, the peculiar religious exercises of each School must be a matter of understanding between the Teacher and his employers. This must be the case in regard both to separate and mixed Schools.

2. In Schools which are composed of both Roman Catholic and Protestant Children, the Commissioners of National Education in Ireland have made the following regulations, which are worthy of imitation wherever desired and practicable in Canada:—"One day in each week, or part of a day, (independently of Sunday,) is to be set apart for the religious instruction of the children, on which day such pastors or other persons as are approved of by the parents and guardians of the children, shall have access to them for that purpose." "The Managers of Schools are also expected to afford convenient opportunity and facility for the same purpose on other days of the week. But where any course of religious instruction is pursued in a School during school hours, to which the parents of any of the children attending it object, the Managers are to make an arrangement for having it given to those who are to receive it at a stated time or times, and in a separate place, so that no children, whose parents or guardians object to their being so, shall be present at it." The Commissioners of National Education in England also observe in their Second Report, that—"In the National Schools the importance of religion is constantly impressed upon the minds of the children, through the works calculated to promote good principles and fill the heart with love for religion, but which are so compiled as not to clash with the doctrines of any particular class of Christians. The children are thus prepared for those more strict religious exercises, which it is the peculiar province of the ministers of religion to superintend or direct, and for which stated times are set apart in each School, so that each class of Christians may thus receive, separately, such religious instruction, and from such persons as their parents or pastors may approve or appoint."

The National Commissioners further explain the right of local Trustees or Patrons on this point: "The Patrons of the several Schools have a right of appointing such religious instruction as they may think proper to be given therein; provided that each School shall be open to all religious communions; that due regard be had to parental right and authority; that accordingly, no child be compelled to receive or be present at any religious instruction to which his or her parents or guardians may object; and that the time for giving it be fixed that no child shall in effect be excluded directly or indirectly from the other advantages which the School affords. Subject to this, religious instruction may be given either during the fixed school-hours or otherwise."

3. The foregoing quotations (which might be greatly extended) from the Irish Commissioners' Reports are made, because their system may be

considered as the basis of the Canadian System—their Books having been adopted and their methods of instruction being about to be introduced in the Provincial Normal School. That system is Christian, but not sectarian; secures individual right and denominational privileges, and is founded upon revealed truth. The *General Lesson*, hung up in every School of the Irish National Board, and carefully inculcated upon the Pupils, is recommended for universal adoption in Upper Canada, and is as follows:—

GENERAL LESSON.

"CHRISTIANS should endeavour, as the Apostle Paul commands them, 'to live peaceably with all men,' (*Romans*, c. 12, v. 18), even with those of a different religious persuasion.

"OUR SAVIOUR, CHRIST, commanded His Disciples to 'Love one another.' He taught them to love even their enemies, to bless those that cursed them, and pray for those who persecuted them. He himself prayed for His murderers.

"Many men hold erroneous doctrines; but we ought not to hate or persecute them. We ought to seek for the truth and hold fast what we are convinced is the truth: but not to treat harshly those who are in error. JESUS CHRIST did not intend His Religion to be forced on men by violent means. He would not allow His Disciples to fight for Him.

"If any persons treat us unkindly, we must not do the same to them; for CHRIST and His Apostles have taught us not to return evil for evil. If we would obey CHRIST, we must do to others, not as they do to us, but as we would wish them to do to us.

"Quarrelling with our neighbours and abusing them, is not the way to convince them that we are in the right, and they in the wrong. It is more likely to convince them that we have not a Christian spirit.

"We ought to show ourselves followers of CHRIST, who, 'when He was reviled, reviled not again,' (*1 Peter*, c. 2, v. 23,) by behaving gently and kindly to every one."

4. For a more detailed exposition of this important subject, all parties concerned are referred to the "*Report on a System of Public Elementary Instruction for Upper Canada.*"

LIST OF SCHOOL BOOKS,

"Published under the direction of the Commissioners of National Education in Ireland"—prepared by practical and experienced Masters—and recommended by the Board of Education for Upper Canada, to be used in Canadian Schools; together with the *maximum retail prices* at which those Books will be sold, as soon as they can be imported, or re-printed. (The Board of Education has also recommended *Lennie's Grammar*, and sanctioned the use of *Kirkham's Grammar* and *Morse's Geography*.)

	CURRENCY.
First Book of Lessons	0s 2d
Second ditto	0 8
Sequel to Second Book	1 0
Third Book of Lessons	1 4
Fourth ditto	1 8
Fifth ditto (Boys')	2 0
Reading Book for Girls' School	2 0
Introduction to the Art of Reading	1 4
Spelling Book Superseded	1 0
English Grammar	0 8
Key to ditto	0 4
Epitome of Geographical Knowledge,	3 4
Compendium of ditto	1 0
Geography Generalised, by Professor SULLIVAN	3 0
Introduction to Geography and History, by ditto	1 0
First Arithmetic	0 8
Key to ditto	0 8
Arithmetic, in Theory and Practice	2 8
Book-keeping	1 0
Key to ditto	1 0
Elements of Geometry	0 8
Mensuration	1 4
Appendix to ditto	1 0
Scripture Lessons, (O. T.) No. 1	1 0
Ditto (O. T.) No. 2	1 0
Ditto (N. T.) No. 1	1 0
Ditto (N. T.) No. 2	0 8
Sacred Poetry	0 8
Lessons on the Truth of Christianity	2 4
Set Tablet Lessons, Arithmetic	1 4
Ditto Spelling and Reading	2 0
Ditto Copy Lines	24 0
Map of the World	18 0
" Ancient World	18 0
" Europe	18 0
" Asia	18 0
" Africa	18 0
" America	18 0
" England	18 0
" Scotland	18 0
" Ireland	18 0
" Palestine	18 0

